

VACANCY ANNOUNCEMENT

POSITION: Alcohol, Tobacco and Firearms Inspector, GS-1854-14

LOCATION: Bureau of Alcohol, Tobacco and Firearms
Office of Inspection
Inspection Division
Washington, DC

OPENING DATE: July 25, 2000 **CLOSING DATE:** August 21, 2000

AREA OF CONSIDERATION: Bureau wide

DUTIES: The incumbent serves as an Inspector with responsibility for conducting and participating in nationwide, independent inspections of all Bureau offices and operating units, programs and activities. Participates as a member of a team consisting of special agents, inspectors, auditors and analysts. Develops criteria for measuring and evaluating operational effectiveness. Conducts reviews of operations and internal controls. Interviews and evaluates employees. Prepares comprehensive, factual reports. Organizes and presents findings to management officials. Conducts special administrative investigations.

QUALIFICATION REQUIREMENTS: Applicants must meet all qualifications, including time-in-grade requirements, **within 30 days of the closing date of this announcement.** Applicants must have one year of specialized experience equivalent to the next lower grade in the federal service.

Specialized Experience is experience, which is directly related to the duties of the position to be filled, and which has equipped the candidate with the particular knowledge, skills and abilities to successfully perform the duties of the position.

EVALUATION METHODS: Status applicants will be evaluated and given points on relevant experience; formal college level education; training and self-development within the past five years; QSI, SSP, Special Act and Suggestion awards; current performance appraisal; and the Supplemental Experience Statement.

SUPPLEMENTAL EXPERIENCE STATEMENT

Describe your work experience, training and/or awards, volunteer experience or hobbies. Provide detailed evidence of each of the factors and show how and when they were used. Include clear, concise examples that show level of accomplishments and degree of responsibility.

1. Comprehensive knowledge of laws, regulations, court decisions, administrative rulings, policies and procedures affecting ATF-regulated industries.
2. Broad and thorough knowledge of regulatory, supervisory, administrative and managerial policies and procedures of the Bureau, including internal security matters.
3. Ability to apply appropriate examination, analytical and evaluative methods/techniques to conduct operation reviews.
4. Ability to communicate, both orally and in writing, to prepare/present reports, recommendations, conduct interviews/investigations and perform liaison activities.

CONDITIONS OF EMPLOYMENT

The following statements are applicable if checked:

- ☐ A pre-employment physical is required.
☐ A pre-employment drug test is required.

- ☐ A pre-employment background investigation is required.
- ☒ Incumbent must be a U.S. citizen.
- ☒ Male applicants born after December 31, 1959, must be registered with the Selective Service System.
- ☐ Other: _____

GENERAL INFORMATION

1. Applications will not be returned to applicants.
2. All applicants will be notified by the Personnel Division upon completion of the selection process.
3. Applications must be received by the closing date of this announcement. The postmarked date will be considered only for those persons applying as non-status applicants for "All Sources" announcements.

HOW TO APPLY

A. Candidates may submit a resume; SF-171, Application for Federal Employment; or OF-612, Optional Application for Federal Employment. The OF-612 may be obtained by contacting us at the address and telephone number below, or by dialing into the Office of Personnel Management's electronic bulletin board system at 912-757-3100, through Internet, (Telnet connections only at FJOB.OPM.GOV). The SF-171 is no longer available for distribution.

Your application **must** contain the following information:

1. Title, series, grade and vacancy announcement of the vacancy for which you wish to be considered.
2. Full name, social security number and mailing address.
3. Daytime and evening telephone numbers.
4. For experience most relevant to this position, include name of employer, dates of employment, job title, grade (if applicable), start and end dates and a description of duties and responsibilities.
5. Average hours worked for each position if other than 40 hours per week.
6. Name, location and date of high school and college attended.
7. Type of degree, if any, date received, GPA, major/minor field of study.
8. Relevant training: course titles, dates, number of hours and institutions.
9. Description and year of awards, honors, and special qualifications such as language, computer skills, typing speed.
10. Clear identification of U.S. citizenship.

B. Additional information/completed forms should be submitted, if checked:

- ☒ Written response to the Supplemental Experience Statement.
- ☐ DD-214, if claiming 5 point preference. (For non-status consideration only.)
- ☐ Both DD-214 and SF-15, if claiming 10 point preference. (For non-status consideration only.)
- ☐ College transcripts of lists of college courses.
- ☒ Background Survey Questionnaire (Optional). Information submitted will be used for statistical reports only.
- ☒ OPM Form 306, Declaration for Federal Employment.
- ☒ Performance appraisal, dated within the last year. If not submitted, credit will **not** be given for that portion of the evaluation process. (For status consideration only.)
- ☒ Current/former Federal employees SF-50 reflecting competitive status.
- ☐ Applicants with disability or veterans eligible for non-competitive appointment. Provide appropriate documentation.
- ☐ Current Notice of Results.
- ☐ Competitive examining authority has been delegated to ATF by the U.S. Office of Personnel Management. Non-status applications will be forwarded to the Delegated Examining Unit for rating, ranking and referral. Status candidates who wish to be rated under both merit promotion and competitive procedures must submit two complete applications.
- ☐ Self-certification for typing proficiency.
- ☒ Self-initiated training and self-development taken within past five years (courses, training sessions or seminars that are three or more days in length.) Provide month/year of class, title and length of class. (For status consideration only.)
- ☐ Other: _____

NOTE: DEPARTMENT OF TREASURY SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION: If you are currently a career or career-conditional Treasury employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation (CES) you may be entitled to special priority selection under Treasury's Career Transition Assistance Program (T-CTAP). You must:

- still be employed by the Treasury Department, and the date of the notice has not expired.
- submit a copy of the RIF or CES separation notice along with your application.
- apply for a position that is at or below the grade level of the position from which you are being separated. The position must not have greater promotion potential than the position from which you are being separated.
- have a current (or last) performance rating of record of at least fully successful or equivalent.
- currently employed by Treasury in the same commuting area of the position for which you are requesting priority consideration.
- file your application by the vacancy announcement closing date and meet all application criteria (e.g., submit all required documentation.)
- be rated well-qualified for the position. To be well qualified, you must meet the mid-level range of the crediting plan for all factors.

SEND COMPLETED APPLICATION TO:

Bureau of Alcohol, Tobacco and Firearms
Position Management Branch Room 4350
Attn: LaTonya Gamble(202) 927-7949
650 Massachusetts Ave NW
Washington, DC 20226
(202) 927-8630 TDD users call (202) 927-7964.

NOTE: The Bureau of Alcohol, Tobacco and Firearms, provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

AN EQUAL OPPORTUNITY EMPLOYER

ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, SEX, AGE, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, SEXUAL ORIENTATION, RELIGION, OR ANY OTHER NONMERIT REASON.